

**MINUTES OF THE 1st COUNCIL MEETING OF THE 16th MANAGEMENT
COUNCIL OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO.
2934 VIA ELECTRONIC MEANS ON 19th MAY 2022 AT 8:00PM**

Council Members Present:

Mr. Pang Yoke Ting Eugene	Chairman
Mr. Koh Nghee Kwang	Secretary
Ms. Sheila Lin GaiJun	Treasurer
Mr. Sivakumar Rajendera	Member
Ms. Fatima Shabbir	Member

Absent with Apologise:

N.A

MA In Attendance:

Ms. Emily Lee Yoke Fen – Senior Associate Director	} Savills Property Management Pte Ltd
Mr. Chan Kok Kiong – Condo Manager	}

S/No.	ITEMS	ACTION
1.0	Opening of Meeting	
	The meeting was called to order at 8.00pm when there was a quorum.	Info
2.0	Declaration of interest by Council Members	
	MA informed the meeting that the declaration form was enclosed at the back of the meeting document. Members were to fill up, sign and return to the Management office.	Closed
3.0	Election of Office Bearers of the 16th Management Council	
	The following Office Bearers were elected: Chairman: Mr. Pang Yoke Ting Eugene Secretary: Mr. Koh Nghee Kwang Treasurer: Ms. Sheila Lin GaiJun	Closed
4.0	Appointment of Authorised Cheque Signatories	
	Council unanimously agreed for the authorised cheque signatories as follows: 1. Mr. Sivakumar Rajendera 2. Mr. Koh Nghee Kwang 3. Ms Sheila Lin GaiJun 4. Mr. Pang Yoke Ting Eugene Council unanimously agreed the following protocol for signing of cheques. For amount up to \$24,999, any two authorised signatories would be required. For amount above \$25,000, any three authorised signatories would be required.	Closed

5.0	To approve the expenditure limit and arrears management										
	<p><u>Expenditure limit</u></p> <table border="1"> <tr> <td>\$500</td> <td>MA authorised limit</td> </tr> <tr> <td>Above \$500</td> <td>To obtain at least 3 quotations for council's approval (Emergency case, to obtain at least 1 quotation and seek council's approval.)</td> </tr> </table> <p>Council had no objection to adopt the above expenditure limit</p> <p><u>Arrears Management</u> Council had no objections to adopt the Savills SOP.</p>	\$500	MA authorised limit	Above \$500	To obtain at least 3 quotations for council's approval (Emergency case, to obtain at least 1 quotation and seek council's approval.)	<p>Info</p> <p>Closed</p> <p>Closed</p>					
\$500	MA authorised limit										
Above \$500	To obtain at least 3 quotations for council's approval (Emergency case, to obtain at least 1 quotation and seek council's approval.)										
6.0	Appointment of Managing Agent										
	<p>MA updated that Savills' MA fee had been proposed to revise from \$12,743/- (current monthly, inclusive of 7% GST) to \$13,278.70 (new proposed monthly, inclusive of 7% GST). This represented a proposed increase of \$535.70, i.e. 4.2%.</p> <p>MA clarified that the increase was to cater for the yearly salary for the site team as well as backend staff to maintain and motivate the staffs to continue their good services onsite and within Savills.</p> <p>Council considered and appreciated Savills for having demonstrated good faith and sincerity in offering to the MCST unsolicited fee rebates when the government offered subsidies to companies during the COVID pandemic to save jobs. Council reciprocated and unanimously agreed to appoint Savills as the MA at the revised fees.</p>	<p>Info</p> <p>Closed</p>									
7.0	Appointment of Auditor for Financial Year ending December 2022										
	<p>MA present the following auditors for Council's consideration:</p> <table border="1"> <tr> <td>1.</td> <td>MGI Singapore</td> <td>\$1,100.00</td> </tr> <tr> <td>2.</td> <td>DRC Growell</td> <td>\$900.00</td> </tr> <tr> <td>3.</td> <td>YWL & Co</td> <td>\$1,000.00</td> </tr> </table> <p>MA recommended to appoint the auditor, DRC Growell. Council had no objections with the MA's recommendation.</p>	1.	MGI Singapore	\$1,100.00	2.	DRC Growell	\$900.00	3.	YWL & Co	\$1,000.00	<p>Info</p> <p>Closed</p>
1.	MGI Singapore	\$1,100.00									
2.	DRC Growell	\$900.00									
3.	YWL & Co	\$1,000.00									
8.0	Confirmation of 8th Council Meeting Minutes of the 15th Management Council										
	<p>The minutes of the 8th Council Meeting on 01/03/2022 were confirmed. Proposed by Mr. Eugene and seconded by Ms. Sheila</p>	<p>Info</p>									

9.0	Matters Arising	
9.1	Term Contract	
	MA updated that the Security System maintenance contract and the Landscape maintenance contract had been renewed.	Closed
	Pest Control contract would expire on 30/6/2022, MA would source for quotation and to submit to council for decision making.	MA
10.0	To review and adopt the Financial Report for March 2022	
	MA presented the March 2022 and updated the major expenses incurred.	Info
	The financial report for March 2022 were adopted. Proposed by Mr. Koh and seconded by Mr. Siva	Info
11.0	Any Other Business	
11.1	<u>Conditions of Facilities</u> Due to the latest COVID easing, the facilities such as MPH and BBQ pits had reopened. Council commented some wear and tear from such facilities, MA to check and follow up accordingly.	MA
11.2	<u>Landscape Matters</u> MA updated that the damage plants had been reinstated by the contractor. MA to also look at replacing the fallen tree at block 2 and other areas which requires improvement.	MA
11.3	<u>Electronic – AGM protocol</u> Council commented that the recent e-AGM had uncovered a potential breach of e-AGM protocol which allowed SPs to join in the AGM without proper registration and validation of the identity of the attendee. Council was very concerned with this breach and urged MA to tighten the SOPs to prevent recurrence of such incident at future AGM.	MA
	Pertaining to that specific incident which happened at the last AGM, MA had exercised discretion to allow and take into consideration, the unregistered attendee to vote verbally instead of via the electronic means conforming to the established protocols of the e-AGM. Though the results of the vote on the applicable resolutions remained the same with or without the non-conforming vote of this particular attendee, Council was very concerned and MA agreed that an undesirable precedent had been set and this could inevitably cause complications to future conduct of the AGM.	Note
11.4	<u>Rising electrical tariff rate</u> Council requested MA to look into system i.e. solar panel system for the estate to cut down on the electrical expenses. MA would initiate discussions with the relevant specialist but cautioned that the proposed works would have to be presented as a resolution at an AGM and approval obtained before proceeding with the works.	Note

11.4	<u>Expiring Standard Chartered Fixed Deposit</u> MA updated that one of the FD with standard chartered bank would expire on 20/05/22. MA to get rates from other banks and submit to council for decision.	MA
12.0	Next Council Meeting	
	MA shall propose the dates to Council in due course.	MA

There being no other business, the meeting ended at 8.50 p.m.

CONFIRMED BY

DATE



31/5/2022

CHAIRMAN
Mr Eugene Pang